



CITY OF GREEN BAY PERSONNEL POLICY

| | |
|---|---|
| Policy Title Bridgetender Benefits | Policy Reference Chapter 26 |
| Policy Source Human Resources Department | Legal Review Date February 28, 2012 |
| Personnel Committee Approval April 24, 2012 | City Council Approval May 1, 2012 |

- 26.1 PURPOSE. The purpose of this policy is to establish work assignments and benefits for Bridgetenders. Bridgetenders will only be eligible for benefits under Chapter 9 of the City's Personnel Policies that are specifically referenced in this Bridgetenders Benefits Policy.
- 26.2 NAVIGATION SEASON. The navigation season will generally be from April 1 to December 1 of each year, more or less, such exact period to be determined by the Public Works Director or designee depending on weather conditions and the ability of ships to arrive and/or depart. Bridgetenders will be on call for off-season work as scheduled by the Public Works Director or designee.
- 26.3 PROBATION PERIOD. New Bridgetenders will serve a 12-month probation period.
- 26.4 WORK SCHEDULES. The work schedules and determination of the number of Bridgetenders necessary will be at the discretion of the Public Works Director or designee.
- 26.5 HOLIDAYS. Bridgetenders will be eligible to receive paid holiday time in accordance with the holiday provisions of Chapter 9, for those holidays that occur during the navigation season. If a holiday falls on a Bridgetender's regularly scheduled work day, they will receive regular pay for the holiday, plus holiday pay. Holiday pay will be appropriately prorated but will not exceed 8 hours.
- 26.6 VACATIONS. Bridgetenders will be eligible to earn vacation according to the following schedule:
- Start through end of 5th year 53 hours
 - 6th through end of 10th year 80 hours
 - 11th through end of 15th year 91 hours
 - 16th through end of 20th year 107 hours
 - 21st year plus 133 hours

Bridgetenders earning more than 133 hours of annual vacation as of March 25, 2011 will be grandfathered and redlined at the appropriate prorated amount of their current vacation accumulation while employed by the City. The allowable amount of vacation carryover is 160 hours.

- 26.6.1 Personal Leave. In addition to vacation, each Bridgetender will be granted 2 days of personal leave per navigation season. Personal leave must be used during the calendar year earned and may not accumulate from year to year.
- 26.7 SICK LEAVE. Bridgetenders will accrue sick leave at the rate of 8-hours per month of service during the navigation season to a maximum of 1152 hours. An employee may use absences necessitated by injury or illness of the employee or an immediate family member.
- 26.7.1 Immediate family will mean spouse, parent, stepparent, child, stepchild, foster child, guardian or sibling who lives at home.
- 26.7.2 Misuse of sick leave may subject the employee to disciplinary action per the City's Personnel Policies. Management may periodically review amounts of use as well as patterns of use and counsel employees on problem areas.
- 26.7.3 Escrow Account. Employees employed prior to March 25, 2011 terminating employment by eligibility and acceptance to the State Retirement system will have accumulated sick leave, up to a maximum of 688 hours, placed in an escrow account and used to pay health insurance premiums. This provision will not apply to those employees employed after March 25, 2011. Employees retiring prior to December 31, 2013 will have sick leave hours placed in their escrow account either in accordance with the provision in effect on March 1, 2011 or in accordance with section 9.7.5.a above, whichever is more beneficial to the employee.
- 26.8 FUNERAL LEAVE. Funeral leave will be granted in accordance with the funeral leave provisions of Chapter 9 of the City's Personnel Policies.
- 26.9 WORK WEEK. The regular work week will typically be 6 consecutive work days followed by 2 days off. There will typically be 3 shifts: 6:00 a.m. to 2:00 p.m.; 2:00 p.m. to 10:00 p.m.; and 10:00 p.m. to 6:00 a.m. These schedules may be modified at the discretion of the Public Works Director or designee.
- 26.10 OVERTIME. In accordance with the Fair Labor Standards Act (FLSA) employees will receive overtime at the rate of 1½ times the employee's regular hourly rate and will be paid for all hours actually worked in excess of 40 hours per week. Overtime hours must be pre-approved by the Supervisor. Approved paid time off will not count as hours worked for the purposes of determining eligibility for 1½ times pay. Anytime overtime is available on a specific bridge, overtime will be offered by seniority to Bridgetenders on that bridge before going to master seniority.
- 26.11 MINIMUM PAY. An employee will be eligible for 2-hours minimum pay when called in and reporting to work.
- 26.12 ASSIGNMENTS. The Public Works Director or designee will make assignments to specific jobs within the work group. When a vacancy occurs on a bridge, the Employer will give consideration to seniority when making job assignments.
- 26.13 SENIORITY. Seniority for purposes of the Bridgetender group will commence upon an employee's most recent date of hire as a Bridgetender.

- 26.14 DISCIPLINE AND DISCHARGE. Discipline and discharge will be in accordance with the appropriate provisions of the City's Personnel Policies.
- 26.15 GRIEVANCE. Employees may file a grievance in accordance with Chapter 12 of the City's Personnel Policies.
- 26.16 HEALTH, DENTAL AND LIFE INSURANCE. Bridgetenders will be provided health, dental and life insurance in accordance with applicable provisions of Chapter 9 of the City's Personnel Policies.
- 26.16.1 In order to cover premiums during the off-season, the City will allow each Bridgetender to have withholdings for health, dental and life insurance premiums taken out of each paycheck during the bridge tending season to cover most, if not all, of the premiums during the off season.
- 26.16.2 The City will calculate the projected cost of the premiums during the off season and divide the deduction equally among the remaining pay periods in the calendar year and place the money into a premium withholding account. In December the City will use this account to pay off insurance premiums. If there is not enough money in the employee's account to pay all of the premiums, the City will make the appropriate deductions from the employee's last calendar year paycheck. If there is excess money in the account the City will reimburse this money to the employee following the last paycheck in the calendar year.
- 26.16.3 Typically, the City becomes aware of premium increases for the next calendar year in September or October. Should there be an increase in premiums, the City will recalculate the amount due during the off season and change the employee's deduction accordingly.
- 26.17 WISCONSIN RETIREMENT SYSTEM (WRS). WRS contributions will be in accordance with applicable provisions of Chapter 9 of the City's Personnel Policies.